AdirOffice 670-200-BLK

AdirOffice Digital Depository Safe User Manual
Model: 670-200-BLK

1. INTRODUCTION AND OVERVIEW

The AdirOffice Digital Depository Safe is designed to provide secure storage for valuables, cash, and important documents. Constructed from rugged steel, it offers robust protection against unauthorized access. This safe features both an electronic keypad lock and a manual key override, along with a convenient front-loading drop slot for quick deposits without opening the main compartment. Its design is suitable for both home and business environments.

Image: The AdirOffice Digital Depository Safe positioned in an office environment, demonstrating its compact size and discreet appearance.

2. INCLUDED COMPONENTS

Please verify that all components are present before beginning installation or operation:

- AdirOffice Digital Depository Safe Unit
- Four (4) AA Batteries

- Two (2) Override Keys
- Mounting Hardware (bolts/anchors for concrete)

3. SETUP

3.1 Battery Installation

The electronic keypad requires four (4) AA batteries for operation. The battery compartment is located behind the door of the safe. Open the safe using the override key (if it's the first time opening or if batteries are dead), locate the battery cover, and insert the batteries according to the polarity markings. Close the battery cover securely.

Image: A hand demonstrating the installation of AA batteries into the designated compartment located on the interior of the safe door, which powers the digital keypad.

3.2 Initial Code Setting

Upon first use, or after battery replacement, you will need to set your personal access code. Refer to the detailed instructions provided in the 'Operating' section for programming your code.

3.3 Mounting Options

For enhanced security, the safe can be securely mounted to a floor or wall. Pre-drilled holes are located on

the bottom and back panels of the safe. Use the included mounting hardware to secure the safe in your desired location. Ensure the surface is stable and capable of supporting the safe's weight and contents.

Bottom & Back Panel
Mounting Options

You have the option of securing our safe in place with it's included hardware by using the mounting holes found on the bottom and back panels.

BACK
PANEL
MOUNTING
HOLES

BOTTOM
PANEL
MOUNTING
HOLES

Image: A visual representation highlighting the pre-drilled mounting holes on both the bottom and back panels of the safe, indicating options for securing it to a surface.

4. OPERATING THE SAFE

4.1 Digital Keypad Operation
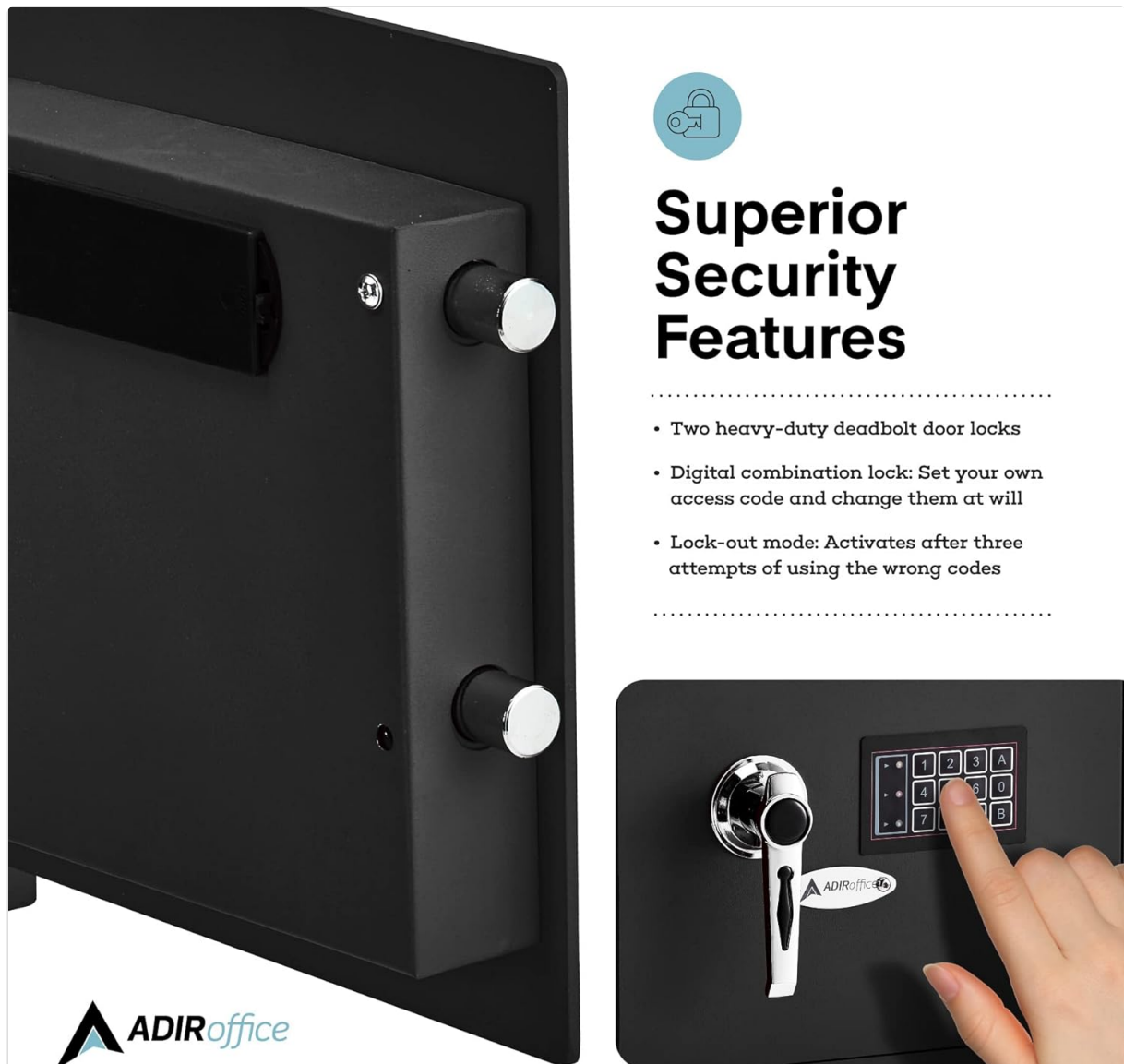
To open the safe using the digital keypad:

1. Enter your programmed access code (typically 3-8 digits).
2. Press the 'A' or '#' key to confirm.
3. Within 5 seconds, turn the handle clockwise to open the door.

To program or change your access code:

1. With the safe door open, press the red reset button located on the inside of the door near the hinge. A beep will sound, and the yellow light on the keypad will illuminate.
2. Enter your new 3-8 digit code.

3. Press the 'A' or '#' key to confirm. A confirmation beep will sound.
4. Test the new code with the door open before closing it.

The safe features a lockout mode that activates after three incorrect code attempts, temporarily disabling the keypad for a period to prevent unauthorized access.

Superior Security Features

- Two heavy-duty deadbolt door locks
- Digital combination lock: Set your own access code and change them at will
- Lock-out mode: Activates after three attempts of using the wrong codes

Image: A detailed view of the digital keypad and the robust deadbolt locking mechanism, illustrating the safe's advanced security features.

4.2 Manual Access Keys

In case of forgotten codes, dead batteries, or electronic malfunction, the safe can be opened using the provided override keys. The concealed keyhole is typically located behind the AdirOffice logo plate or a small removable cover near the handle. Insert the key and turn it while simultaneously turning the handle to open the safe.

AdiRoffice

Manual Access Keys

Comes with a backup key that is inserted in the concealed keyhole for those emergency instances.

Image: A close-up demonstrating the use of the manual access key, highlighting the concealed keyhole for emergency entry.

4.3 Drop Box Functionality

The unique front-loading drop slot allows for quick and secure deposits without needing to open the main safe compartment. Simply lift the bin door, place items into the slot, and close the bin door. Items will fall into the main compartment of the safe.

Image: A hand inserting an envelope into the secure drop box slot, demonstrating the convenient feature for quick and secure deposits.

5. MAINTENANCE

- **Cleaning:** Wipe the exterior of the safe with a soft, damp cloth. Avoid abrasive cleaners or solvents that could damage the finish.
- **Battery Replacement:** Replace the AA batteries annually, or immediately if the keypad lights dim or the safe fails to respond. Always use fresh, high-quality alkaline batteries.
- **Lock Mechanism:** Do not lubricate the lock mechanism. If the lock feels stiff, contact customer support.

6. TROUBLESHOOTING

- **Safe will not open with code:**

  - Ensure batteries are fresh and correctly installed.
  - Verify you are entering the correct code.
  - Wait for the lockout period to expire if too many incorrect attempts were made.

- Use the manual override key to open the safe.

- **Keypad is unresponsive:**

  - Replace batteries.

  - Check for any debris obstructing the buttons.

- **Door will not close/lock:**

  - Ensure no items are obstructing the door or locking bolts.

  - Verify the handle is fully turned to the locked position.

Note: No official seller troubleshooting videos were provided for this product. The available video was created by a customer and is not suitable for inclusion in this manual.

7. SPECIFICATIONS

Brand	AdirOffice
Model Number	670-200-BLK
Lock Type	Electronic and Manual
Color	Black
Material	Alloy Steel
Product Dimensions	14 x 15.3 x 19 inches (W x D x H)
Internal Dimensions	18.5" x 15" x 12" (from image)
Item Weight	54 Pounds
Mounting Type	Freestanding, Tabletop
Control Type	Push Button Control
Batteries Required	4 AA batteries
UPC	819598020082

AdiRoffice

Internal Dimensions:
18.5" x 15" x 12"

Weight:
55 lbs.

12"

4"

19"

13.8"

15.3"

Image: A diagram illustrating the external and internal dimensions of the safe, including height, width, and depth measurements.

8. WARRANTY AND SUPPORT

The AdirOffice Digital Depository Safe comes with a **1-year limited warranty**. This warranty covers defects in materials and workmanship under normal use. For warranty claims or technical support, please contact AdirOffice customer service directly. Keep your purchase receipt as proof of purchase.
For further assistance, please visit the official AdirOffice website or contact their customer support line. Contact information can typically be found on the product packaging or their official website.

Documents - AdirOffice – 670-200-BLK

[pdf] Catalog

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2020 CATALOGUE 471-40-STO ALL-WEATHER TRASH CONTAINERS WITH STONE PANELS SEE PAGE 34 2 OUR BRAND A ... / 670-100-03-RED / 670-100-03-BLU / 670-100-03-WHI 20.5 x 14.2 x 13.8 Each 244.44 / 262.22 **670-200-BLK** 333.33 DIGITAL DEPOSITORY SAFE 670-201-BLK 670-202-BLK MEDIUM/LARGE DROP-BOX SAFE WI...

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